

Foreign Affairs Handbook

3 FAH-1 – Personnel Operations Handbook

Transmittal Letter: POH-43

Date: April 14, 1998

SUBCHAPTER 3 FAH-1 H-2260 THE SENIOR FOREIGN SERVICE OFFICER CAREER CANDIDATE PROGRAM

MAJOR CHANGES

- 1. This is a new handbook subchapter which contains guidelines, procedures and precepts to implement the Foreign Service Officer Career Candidate Program regulations published in 3 FAM 2260.
- 2. This subchapter applies to Foreign Service Officers of the Department of State. It was prepared by PER/PE.
- 3. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

- 1. Place the attached subchapter 3 FAH-1 H-2260 at its appropriate location in the *Personnel Operations Handbook*.
- 2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:POH-43, and initial.

DISTRIBUTION NOTICE

1. The Foreign Affairs Handbooks (unclassified) are issued primarily in CD-ROM format. For information on this program, including information regarding public inquiries, contact the INFOEXPRESS Coordinator, A/RPS/MMS/CB, directly. The Coordinator is located in Room 1659 NS, 202-736-4940, FAX 202-736-4924. E-Mail via DOSNET: INFOEXPRESS.

- 2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced (this generally applies only to timesensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).
- 3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(PER/PE)